

Electricity Service Discontinuation Warning

Dear [Customer's Name],

We are writing to inform you that your electricity service account (Account Number: [Account Number]) is currently past due. As of [Due Date], your outstanding balance is [Amount Owed].

Please be advised that if payment is not received by [Final Payment Date], we will be forced to discontinue your electricity service.

To avoid interruption of service, please make arrangements to pay the total amount due by the specified date. You can make your payment via [Payment Methods].

If you have already made the payment or believe this notice is in error, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]
[Your Company Address]
[Your Company Phone Number]